

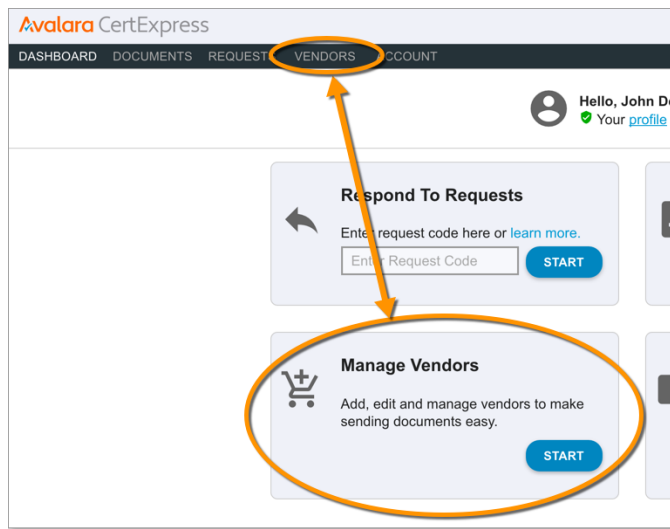


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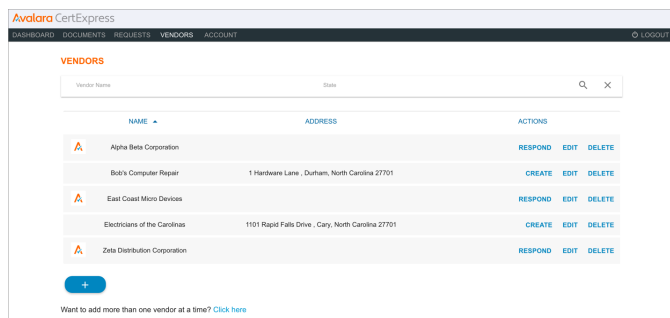
# Manage Vendors

You want to access, add, or remove business partners in your CertExpress vendor list. Here's how:

Click **START** in the Manage Vendors box on the dashboard, or click the **VENDORS** tab on the toolbar.



All tracked vendors and ones you've added are listed on the next screen.



For any vendor who's requested a document, you'll see their logo to the left of their name and the address they configured before sending you a request. For vendors you've added manually, you won't see their logo, and you will see an address if you entered one when you added the vendor to your list. Use the buttons in the ACTIONS column to send documents, edit vendor information, or delete a vendor from your list.

Click the **plus** button to add a vendor to your list. Use the **Click Here** link at the bottom of the screen to upload multiple vendors at once. To bulk upload, you'll need to download the template, fill in your vendors' information, and upload the file to CertExpress.